NPI Bulk Registration Tool (BRT) Instructions

Introduction

The National Provider Identifier (NPI) Bulk Registration Tool (BRT) is a solution for Medi-Cal and Child Health and Disability Program (CHDP) providers to register a large number of NPIs at the same time. Providers who do not perform a large number of registrations should consider using the standard single NPI registration method in the NPI Collection (NPIC) tool, which allows key data entry.

How the BRT Works

The BRT is designed to accept an electronic file containing an NPI and unique identifying information such as existing Medi-Cal provider numbers, Provider Identification Numbers (PINs), Tax Identification Numbers (TINs) or Social Security Numbers (SSNs).

Registration Steps

The steps outlined below should be followed to successfully utilize BRT when registering multiple NPIs:

1. **Collect all the necessary information:**

   - All active Medi-Cal and CHDP provider numbers

   - All the primary NPIs you wish to register (determine the primary NPIs that will replace the active Medi-Cal and CHDP numbers)

   - A PIN, TIN, or SSN for each corresponding Medi-Cal or CHDP provider number (only one PIN, TIN or SSN is required for each provider number)

   - All taxonomy codes submitted with your application to the National Plan and Provider Enumeration System (you may submit up to 15 taxonomy codes per NPI)

     Note: This is not a required field, but make sure all values are valid. If a taxonomy code is included, the BRT will edit and reject invalid codes.

   - Any additional NPIs you want to register in addition to the primary NPIs that replace existing provider numbers

     An additional NPI is an NPI that you have not registered with Medi-Cal, but that may be used to identify you with another payer such as Medicare. Registering additional NPIs will assist the CDHS in identifying you on claims submitted by other payers, such as crossover claims, and/or coordination of benefits where you may elect to be identified using one of these other NPIs.

   - NPIs for any Nurse Medical Practitioners (NMPs) enrolled with Medi-Cal that correspond to the Medi-Cal/CHDP number you are registering

     Note: If you register NPIs for the NMPs, make sure you collect the California State License number for each NMP to be registered.

2. **Create an electronic file in ".csv" format using the following rules:**

Every registered NPI will be referred to as a "record." Each record consists of four lines. The following rules and explanations apply to each of the four lines within each record:

Line 1

- **Header**
  Alpha (6) – The header for line one (1) is "PRVDR:"

- **Provider Number**
  Alphanumeric (9) – The Medi-Cal or CHDP provider number currently on file. Only one Medi-Cal or CHDP provider number is entered per record. If you have additional provider numbers, they should be entered in each subsequent record.

- **PIN, TIN or SSN**
  Only one of these three identifiers (PIN, TIN, or SSN) is required.

  o **PIN**
    Alpha (6) – The PIN issued to you by Medi-Cal. Be sure to use the PIN corresponding to the Medi-Cal number being replaced.

  o **TIN**
    Numeric last four digits.

  o **SSN**
    Numeric last four digits.

- **NPI**
  Numeric (10) – Valid NPI to replace your existing Medi-Cal or CHDP number.

- **Update Agreements**
  Valid values are either "Y" or "N."

  o Entering "Y" indicates the approval to update any existing agreements that correspond to an existing Medi-Cal number.

  o Entering "N" indicates that you do not want to update existing agreements with your NPI. A hard copy update will be required.

Examples for Line 1: (Provider Information)

Example #1 (Provider using SSN to authenticate)

PRVDR: DME12345F, , ,1234,1234567891, Y
Comma and space for PIN, comma and space for TIN, enter last four digits of SSN

Example #2 (Provider using TIN to authenticate)

PRVDR: DME12345F, ,1234, ,1234567891, Y
Comma and space for PIN, enter last four digits of TIN, and comma space for SSN

Line 2 (Taxonomy Code)

- **Header**
  Alpha (6) – The header for line two (2) is "TXNMY:"

- **Count**
  Numeric (2) – The count is required to identify how many taxonomy codes are included in the record. Valid counts are "0" to "15." If no taxonomy codes are included, a count of "0" **must** be entered.

- **Taxonomy Codes**
  Alphanumeric (10) – The taxonomy code is a 10-digit alphanumeric value. Any values submitted for taxonomy codes must be valid. Invalid values will result in a rejected record.

Examples for Line 2:

Example #1 (If two taxonomy codes were submitted)

TXNMY: 02, 123456789Y, 987654321F

Example #2 (If no taxonomy code was submitted)

TXNMY: 0

Line 3 (Additional NPI)

- **Header**
  Alpha (6) – The header for line three (3) is "ADNPI:"

- **Count**
  Numeric (3) – The count is required to identify how many NPIs are included in the record. Valid counts are "0" to "250." If there are no additional NPIs included, a count of "0" **must** be entered.

- **NPI**
  Numeric (10) – Any additional NPIs you want to include with the primary NPI being registered.

Examples for Line 3:

Example #1 (If three additional NPIs were submitted)

ADNPI: 03, 1234567891, 567891234, 789456123

Example #2 (If no additional NPIs were submitted)

ADNPI: 0

Line 4

- **Header**
  Alpha (6) – The header for line four (4) is "NMNPI:"

- **Count**
  Numeric (3) – The count is required to identify how many "NMP" NPIs are included in the record. Valid counts are "0" to "120." If no "NMP" NPIs are included, a count of "0" **must** be entered.

- **"NMP" License**

  Alphanumeric (9) – The NMP state license is required in order to replace the existing state license number with a new NPI.

- **"NMP" NPI**
  Numeric (10) – Any "NMP" NPIs you want to include with the primary NPI.

  * NOTE: For more than 1 NMP in a record, the series of license number, comma, NPI will repeat. See example.

Example for Line 4:

Example #1 (If two "NMP" NPIs were submitted, the pattern of license 1, NPI 1, license 2, NPI 2 is repeated.)

NMNPI: 02, 00a123456,1234567891,00g123456,567891234

Example #2 (If no NMP NPIs were submitted)

NMNPI: 0

Complete Record:

Four lines are required to complete an NPI record even if no values were entered for the lines where the information is "NOT REQUIRED."

Two examples of completed records:

Example #1

PRVDR: DME12345F, , ,1234,1234567891, Y
TXNMY: 02, 123456789Y, 987654321F
ADNPI: 03, 1234567891, 567891234, 789456123
NMNPI: 02, 734567891, 987891234

Example #2

PRVDR: ABC12345F, ,1234 , ,9876543219, Y
TXNMY: 0
ADNPI: 02, 798456125, 235691234,
NMNPI: 0